



# School Leader Update

Iowa Department of Education

April 2007

Resources for Iowa School Leaders

## NEWS FROM THE DE

### Teaching in Taiwan

The Iowa Department of Education has an agreement with the Republic of China (Taiwan) that offers Iowa teachers endorsed in kindergarten through sixth grade the opportunity to teach English language instruction for one year in a Taiwanese school.

Through the agreement, up to 10 experienced and/or newly licensed Iowa teachers will be given this opportunity for the 2007-2008 school year. The Taiwanese government will provide Iowa teachers with orientation training, housing arrangements, and salaries comparable to current Iowa teaching salaries. Each participating Iowa teacher will be paired with a Taiwanese classroom teacher. In addition to providing English language instruction, the Iowa teachers will work with Taiwanese educators to develop curriculum, prepare lesson plans and teaching materials, conduct classes, and evaluate student progress.

The deadline for application is Friday, April 20. More detailed questions and answers and the application form is available at <http://www.iowa.gov/educate/content/view/689/927/>. Iowa teachers who are interested in the program should contact Jody Crane at 515-281-3333 or [jody.crane@iowa.gov](mailto:jody.crane@iowa.gov).

### DE Podcast on 'Raising Expectations' Now Online

The Iowa Department of Education (DE) has developed a podcast and slide presentation that provides information about raising student achievement expectations. The presentation outlines the content standards Iowa has in place, related education standards, and how parents and educators can raise the expectations for Iowa students. The podcast and slide presentation may be found at on the website at the following locations:

- <http://www.iowa.gov/educate/content/view/912/1085/>
- <http://www.iowa.gov/educate/content/view/867/1031/>
- <http://www.iowa.gov/educate/content/view/780/791/>

## LEGISLATIVE UPDATE

### Clarification on 4-year-old Preschool Bill

The Iowa Department of Education (DE) has been made aware there is a perception in the field by some stakeholders that school districts will "automatically" begin receiving funding for 4-year-old preschool programming via the bill currently moving through the legislature. This is not the case. While the draft legislation will have school districts as the fiscal agents, every preschool program proposal must be approved against the new criteria established by the bill. This means that current fee-based district preschools, as well as any other potential contracting provider collaborating with the school district, must demonstrate that all criteria for this program are met. One of the criteria will be demonstrating the involvement and support of local stakeholders already invested in 4-year-old preschool in some capacity. It is entirely possible that a failure to demonstrate effective collaboration with all stakeholders locally could be a reason why a given proposal is not accepted. The implementation of this proposed legislation will not mean that districts cannot continue to offer fee-based preschool programming. It also does not mean that every private provider will automatically be included in a district's preschool proposal. Any entity interested in participating must "opt in" and this would include providers interested in contracting with the district for the delivery of this preschool programming.

The initial year of funding will be awarded via a competitive grant process. The intent is for the first round of program grants to be operational for the 2007-2008 school year. Additionally, the bill includes a four-year ramp up on access to the program and funding, meaning that it will be some time before universal, statewide access to this programming is available. Participation in this program is voluntary and not enough funding is allocated in the first year of the program for all districts to receive funding in 2007-2008.

The DE is beginning discussions about the grant application process and administrative rules to support the legislation. Once the legislation is passed and signed, the DE will provide grant application materials along with technical assistance. We ask for your patience as we develop these materials. The current version of the bill is [HF 877](#). For additional questions regarding this bill, contact Jeff Berger at 515-281-3399 or [jeff.berger@iowa.gov](mailto:jeff.berger@iowa.gov).

### **Bills Signed By Governor Impacting Education:**

- [SF 61](#) – Antibullying and Antiharassment Policy: The Iowa Department of Education is updating its sample policy related to this issue as well as its guidance. More information will be forthcoming.
- [SF 109](#) – 4% allowable growth for FY09
- [SF 128](#) - \$1.00 cigarette tax hike

### **Education Prefiled Bills Positioned to Pass:**

- [HF 317](#) – State Board of Education authority for fiscal Phase II visits
- [HF 527](#) – Voluntary access to statewide quality 4-year-old preschool programming
- [HF 534/SF 447](#) – District sharing incentives (whole-grade, reorganization, and operational)
- [HF 779](#) – Change compulsory attendance age: This bill will likely be amended from 18 to 17, greatly increasing the chances for the bill to pass.
- [SF 62](#) – Misc. Code corrections
- [SF 277](#) – Educator Quality: While most of the changes proposed by the Iowa Department of Education are still in this bill, this version includes all other amendments and is significantly changed from the original draft.

### **Bills Related to Education that Appear Likely to Pass:**

- [HF 396](#) – Adjustments to Community Empowerment statute
- [HF 439](#) – Iowa Department of Education to convene a task force on PK-16 articulation and the development of five-year strategic educational goals
- [HF 459](#) and [HF 469](#) – PPEL permissible uses expansion
- [HF 468/SF 398](#) – Study of Project Easier software
- [HF 611](#) – Adjustments to Human Growth and Development curricula
- [HF 670](#) – Improving the educational environments in schools
- [HF 714](#) – Limited ICN course supplemental weighting
- [HF 754](#) – Banning any tobacco products on any school owned or supervised facility
- [HF 804/SF 468](#) – Core content standards and Model Core Curriculum expansion. Some language of the current version may not go forward.
- [HF 816](#) – School Attendance Truancy Task Force
- [HSB 250](#) – Statewide 1 cent sales tax
- [SF 383](#) – Ban of parent-teacher conferences on election day
- [SF 413](#) – Fair Share
- [SF 427](#) – Add sexual orientation to the Civil Rights law
- [HSB 289/SSB 1332](#) – Education Appropriations

Many other bills face an uphill battle or did not make the first funnel date. Use the Iowa Department of Education's website (<https://www.edinfo.state.ia.us/web/legisupdate.asp>) and scan to the "not moving" category to see which bills are likely done for this session. Information regarding these bills can be found at the above website.

For any additional questions regarding legislation or the legislative process, contact Jeff Berger at [jeff.berger@iowa.gov](mailto:jeff.berger@iowa.gov) or 515-281-3399.

### Open Enrollment Update

The following are reminders of issues related to open enrollment:

- School districts are NOT required to send a copy of open enrollment forms to the Iowa Department of Education. All applications (approved or denied) should be kept on file in the local district (resident or receiving).
- When a student rescinds an open enrollment and returns to the student's home district, there *is* a 90-day period of athletic ineligibility.
- "Continuous" enrollment is not available to a parent/guardian of a child entering kindergarten for the first time – even if the child has been open enrolled to a preschool program.

Although the content of these items is not new, the areas often prompt questions from school districts and parents. Contact Lois Irwin at [Lois.Irwin@iowa.gov](mailto:Lois.Irwin@iowa.gov) or 515-281-8582 with questions regarding open enrollment.

### Career Planning and Exploration Report Available

In March, the Iowa Department of Education (DE) released an overview of career planning activities and resources in Iowa. The document provides a summary of the DE's role in career education and outlines career planning resources that are available. The report provides a summary of Iowa Choices (along with data on utilization), the Student Core Curriculum Plan, Career Academies, Career Clusters, the Iowa Comprehensive K-12 Counseling Program Development Guide, the Iowa Career Resource Guide, posters and brochures, Iowa Public Television career videos, and more. The majority of Iowa school districts are using Iowa Choices as a tool in implementing student core curriculum plans and more than 120,000 portfolios are active in the system. The report is available on the Department's website at: <http://www.iowa.gov/educate/content/view/261/400/>

For additional information, contact Linda Berg ([linda.berg@iowa.gov](mailto:linda.berg@iowa.gov), 515-242-5032) or Jeremy Varner ([jeremy.varner@iowa.gov](mailto:jeremy.varner@iowa.gov), 515-281-3866).

### Review of the Educator Quality Legislation

Iowa Code Chapter 284 (the Teacher Quality legislation) required the Iowa Department of Education (DE) to complete "A Review of the Educator Quality Legislation." This document is available at <http://www.iowa.gov/educate/content/view/542/565/>. The legislation requires the DE to share this document with school districts. If you have any questions, please contact Dianne Chadwick at [dianne.chadwick@iowa.gov](mailto:dianne.chadwick@iowa.gov) or 515-281-3718.

### Iowa Evaluator Approval Renewal Training Level II - Evaluation of Teachers

The Iowa Evaluator Approval Renewal Training Program (Level II): Evaluation of Teachers is a two-hour credit course provided to principals and other educational leaders responsible for the evaluation of teachers. The focus of this professional development class is to enhance skills of teacher evaluators.

Specific areas of study:

- Application of effective leadership practices in evaluation;
- Development of knowledge and understanding of best practice in writing an individual career development plan;
- Development of knowledge and understanding of best practice in writing an intensive assistance plan;
- Development of skills in the use of effective strategies for formative conferencing; and
- Development of skills in the use of coaching strategies.

This course is 30 contact hours with the trainer. Each area education agency (AEA) will determine registration procedures and schedules for this training. It is highly recommended that educational leaders whose *primary* responsibility is the evaluation of teachers participate in this course. All professionals needing renewal of their evaluator approval licensure should take this course. Evaluator Approval Course( Level I) is a prerequisite to this course. Graduate credit is available.

Registration information will be available at each AEA by May 1, 2007. Contact the professional development office at the AEA for further information. For districts offering their own on-site training, registration will take place at your local district and questions should be directed to the district trainer. You can direct questions to Chris Day at [chris.day@iowa.gov](mailto:chris.day@iowa.gov) or 515-402-8600.

### **Iowa Evaluator Approval Renewal Training Level II - Evaluation of Administrators**

The Iowa Evaluator Approval Training Program II: Evaluation of Administrators is a two-hour renewal course provided to superintendents and other educational leaders responsible for the evaluation of administrators. The focus of this professional development, based on the Iowa Professional Development Model, addresses the following:

- Knowledge, skills, and application of the Iowa Standards for School Leaders;
- Research and recognition of effective principal behaviors that increase student achievement, including use of data; alignment of curriculum, instruction, and assessment; and first- and second-order change;
- Research and application of effective superintendent behaviors that increase student achievement;
- Coaching skills to enhance principals' skills as instructional leaders; and
- Models of principal evaluation processes, including design and use of individual career development plan for principals.

Participants enrolling in Fall 2007 will take the first two modules on Sept. 19, 2007, when Dr. Douglas Reeves addresses the participants, followed in the afternoon by an emphasis on the Iowa Standards for School Leaders. All remaining modules take place in each area education agency (AEA) on the dates of the superintendents' meetings. It is recommended that superintendents and other educational leaders whose *primary* responsibility is the evaluation of administrators take this course.

Participants will sign up for this training through their local AEA beginning May 1, 2007. For additional information contact either Lou Howell at [l1313@mchsi.com](mailto:l1313@mchsi.com) or Carol Lensing at [carollensing@mchsi.com](mailto:carollensing@mchsi.com).

**Note: The law currently requires that an administrator complete either Iowa Evaluator Approval Training Program II: Evaluation of Administrators OR Iowa Evaluator Approval Training Program II: Evaluation of Teachers for renewal.** Individuals, however, may choose to take both to complete their required four hours for renewal. Best practice would indicate that an individual would take the course most pertinent in his/her current job description.

### **2007 Iowa Mentoring and Induction Institute**

The deadline to register for the 2007 Iowa Mentoring and Induction Institute is April 6, 2007. Attached is a brochure giving additional details about this opportunity scheduled for April 15–17, 2007. Online registration is available at <http://www.vpaf.uni.edu/events/mentor>. Registration number is limited.

The Iowa Department of Education contact person is Mary Beth Schroeder Fracek at [marybeth.schroederfracek@iowa.gov](mailto:marybeth.schroederfracek@iowa.gov) or 515-281-3160.

### **Iowa Summer Professional Seminar Grant Support**

The Iowa Department of Education, along with the Iowa Board of Educational Examiners and the Iowa Association of Colleges of Teacher Education, announces a request for proposal for participation in the Iowa Summer Professional Seminar.

The seminar is a professional development opportunity for middle school and high school teams. It focuses on Question-Answer Relationships (QAR), a strategy intended to improve students' reading comprehension in the content areas.

This opportunity is funded by the Teacher Quality Enhancement Grant awarded to the Iowa Department of Education. One of the goals of the grant is improve secondary teacher candidates' and secondary content area teachers' knowledge and practices in teaching reading in the content areas.

All participants will need to commit to attendance at one of two Summer Professional Seminars in QAR offered in Storm Lake on June 13-15 and in Fayette on June 19-21, as well as three follow-up sessions during the 2007-2008 school year.

If you are interested in applying for grant support, please complete the attached proposal and fax it to Linda Choate at 515-281-7700 by **4:30 p.m. on Monday, April 30, 2007**. Please contact Linda Fielding at [Linda.fielding@uiowa.edu](mailto:Linda.fielding@uiowa.edu) or 319-335-5336 for more information.

The contact for all Legal Lessons items is Carol Greta, [carol.greta@iowa.gov](mailto:carol.greta@iowa.gov), 515-281-8661.

### **Responsibility of Districts vis-à-vis Non-accredited Private ‘Schools’**

There is a scattering of private elementary and even fewer secondary “schools” that are not accredited by the Iowa Department of Education (DE). *The students who attend such settings are considered home schooled.* Therefore, all requirements of Competent Private Instruction (CPI) apply. These include the following:

1. The parent or guardian of each such student must fill out and file Form A (Report of CPI) with the district of residence.
2. The instructors at such settings must be licensed with the Board of Educational Examiners (BoEE) and such licensure must be appropriate to the grade level of the children taught by the instructor. *The exception is for an instructor who teaches only his/her own children.*

The district of residence is responsible for accounting for a Report of CPI from all resident students of compulsory attendance age enrolled in a nonaccredited setting. If a student of compulsory attendance age attends a nonaccredited “school” but has not filed the Report of CPI, the truancy officer for the district of residence should contact the family. If the family declines to file the required report, the district should next contact the county attorney. Failure to file the Report of CPI — as well as failure to fill out all required information on the form — is a truancy violation and has been successfully prosecuted as such.

If the Report of CPI does not indicate that the student’s instructor is BoEE-licensed, this is also a violation of the compulsory attendance (truancy) law in Iowa Code chapter 299. The resident district should contact the student’s parents and the nonaccredited “school” officials to make them aware of this.

### **School Assemblies and Faith-based Organizations**

Public school administrators, please be aware that complaints have been made by students, parents, and legislators about school assemblies sponsored by faith-based organizations. While the in-school assemblies make no mention of religion or religious beliefs (focusing on “character” or related issues), districts expose themselves to both public criticism and possible successful lawsuits on claims of violations of the Establishment Clause of the First Amendment by promoting one religion over others. This is because an announcement is generally made during the assembly of a meeting to be held after school hours and not on school premises of an overtly religious nature. Thus, the religion to be promoted at the later meeting is advantaged by the district. Any such advantage is unconstitutional.

Check out thoroughly any group wanting to speak at an in-school assembly to your students (who are, after all, a captive audience). Ask for a list of prior appearances by the group, and then call some schools on the list to see if there were any issues. Make it clear to the sponsoring group that you will not provide them with an opportunity to advertise their religious meeting at your school to your students. If such an announcement is made despite your best preventative efforts, send a note home with students apologizing for the disobedience of the sponsor.

Finally, any student who complains about this is correct to be concerned, and certainly should face no retaliatory actions. The task of educators includes upholding the lawful civil rights of all students.

### **Nonschool Sponsored High School Athletic Events**

Both the Iowa High School Athletic Association (IHSAA) and the Iowa Girls High School Athletic Union (IGHSAU) are adopting a policy that all high school regular season athletic events that are sponsored by nonschool organizations (service organizations such as Kiwanis Clubs, businesses, universities, e.g.) must be sanctioned prior to the event by either the IHSAA or IGHSAU. The policy is for the protection of students and high schools, and has become necessary because the nonschool sponsors are not aware of the rules that member high schools must comply with, including the limitation on the awards given. The violations of the award rules can adversely impact student eligibility.

Starting with the 2007-2008 school year, nonschool sponsored events MUST be sanctioned by the IHSAA or IGHSAA prior to participation by member schools. A list of sanctioned events will be posted on the IHSAA and IGHSAA websites. Participation by a member school in a non-sanctioned event in violation of this policy will result in forfeiture of contest(s) and potential sanction of school membership.

Questions should be directed to the athletic organizations, 515-288-9741 (IGHSAA) or 515-432-2011 (IHSAA).

## **Interscholastic Competition Eligibility For Students with Disabilities**

While the academic eligibility rule for students with disabilities who have individualized education programs [36.15(2)"d"] did not change in content, several questions have arisen this year regarding the rule's implementation. Following are the rule language and frequently asked questions:

*36.15(2)"d". A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.*

**Q 1:** Hasn't this rule been recently amended?

**A 1:** This rule's recent amendment was technical in nature and did not change its meaning.

**Q 2:** What happens if a competitor with a disability is not eligible under this rule?

**A 2:** The competitor may practice, but may not participate in competition or dress for competition. A local district may provide, however, that ineligible competitors are not permitted to practice.

**Q 3:** May a school set higher requirements for students with disabilities, such as by holding students with disabilities to the "pass all" rule applicable to students without disabilities?

**A 3:** No. So long as the student is making adequate progress toward goals, on the student's individualized education program (IEP), as determined by school officials, the student "shall not be denied eligibility" based on scholarship. What constitutes adequate progress will vary based on the facts of each competitor's case. (See, e.g., Question & Answer 7).

**Q 4:** Who determines "adequate progress" for an interscholastic competitor with an IEP?

**A 4:** "School officials" make that determination, not the competitor's IEP team or parents.

**Q 5:** What happens after school officials determine what progress a competitor with disabilities is required to achieve to be eligible for competition?

**A 5:** Those officials must immediately communicate what "adequate progress" constitutes to the competitor and the competitor's parents, teachers, and others who assign grades to or monitor the progress of the competitor.

**Q 6:** Are competitors with IEPs required to attain their goals to be eligible?

**A 6:** The rule requires adequate progress toward goals, not goal attainment. In some cases, a competitor may make adequate progress toward a goal without necessarily attaining it. In other cases, goal attainment might be the only outcome that would constitute "adequate progress." Whether goal attainment constitutes the required "adequate progress" depends on the facts of each case.

**Q 7:** What if a competitor with an IEP fails a class for which there are no expressed IEP goals and no specially designed instruction?

**A 7:** Examine the relationship between the IEP goals and the failed course. If there is a close relationship between the IEP goal(s) and the failed course, and the competitor made adequate progress on the IEP's goal(s), then the competitor is eligible. If there is a close relationship and the competitor did not make adequate progress toward an IEP goal, then the competitor is not eligible. If there is little or no relationship between an IEP goal and the course failed, the competitor is not eligible.

**Q 8:** What if a competitor with an IEP passes all classes yet does not make "adequate progress" on IEP goals?

**A 8:** In this extremely unlikely event, the competitor is eligible.



**Q 9:** What if an ineligible competitor's IEP provides for "participation" in interscholastic activities?

**A 9:** An ineligible competitor may participate (e.g., practicing, serving as team manager) without competing. An IEP team has no authority to provide that a student with an IEP, who otherwise would be academically ineligible for competition, must be allowed to compete in interscholastic competition.

**Q 10:** What if a competitor is being currently evaluated for special education?

**A 10:** Until the evaluation is complete, the competitor must meet requirements applicable to students without IEPs. Once the evaluation is complete and an IEP is developed, apply this rule to determine the competitor's eligibility.

**Q 11:** Does rule 36.15(2)"d" apply to students with only Section 504 accommodation plans?

**A 11:** No. The rule does not apply to students solely covered by Section 504.

The rule and the above frequently asked questions are posted on the Iowa Department of Education's website in the Legal Lessons section <http://www.iowa.gov/educate/content/view/915/985/>. Questions should be directed to Carol Greta (515-281-8661, [carol.greta@iowa.gov](mailto:carol.greta@iowa.gov)) or Thomas Mayes (515-242-5614, [thomas.mayes@iowa.gov](mailto:thomas.mayes@iowa.gov)).

### Update on Academic Eligibility Rule Survey

At its April 19 meeting, the State Board of Education will hear the results of a survey that was sent to all public and accredited nonpublic high schools in Iowa. The Board will not take action on that date. The results of the survey, which had a return rate of about 45 percent, will be included in the May *School Leader Update*.

### Obtaining Student Records from Defunct Colleges

Teachers and administrators who obtained credits or degrees from private institutions of higher education (IHE) that are no longer in operation sometimes find themselves needing transcripts from those former institutions. The educator in need of records from a defunct IHE may contact the University of Iowa, who is the statutory repository for such records, at 319-335-0230. The Iowa Department of Education thanks Mount Vernon administrator Duane Orr for this information.

## FUNDING AND GRANTS

### Advanced Placement Test Fee Reimbursement Grant

The Iowa Department of Education has received an Advanced Placement Test Fee Reimbursement grant for May 2007 Advanced Placement (AP) exams. This grant will be used to encourage low-income students to take the AP exams by providing reimbursement for Advanced Placement Test fees. Attached is the 2007 AP Test Fee Reimbursement document with additional information. Please share this information with your AP coordinators.

If you have questions or need assistance, contact Rosanne Malek at 515-281-3199 or [rosanne.malek@iowa.gov](mailto:rosanne.malek@iowa.gov).

## STUDENT HEALTH AND NUTRITION

### National Public Health Week April 2-8

Iowa is celebrating National Public Health Week (NPHW), April 2-8. The theme is *Preparedness and Public Health Threats: Addressing the Unique Needs of the Nation's Vulnerable Populations*. Public health threats include anything from bioterrorism and natural disasters to disease outbreaks.

Iowa's identified target populations are mothers with young children, hourly-wage workers, people with chronic illnesses and disabilities, and K-12 schools and preschools.

Please visit the website, [http://www.idph.state.ia.us/do/nphw\\_2007.asp](http://www.idph.state.ia.us/do/nphw_2007.asp), to find important resources and event information. For more information, contact Lilian Hu, NPHW Distribution Channels Team Member, Iowa Department of Public Health, Office of Community Education 515-242-0157, [luhu@idph.state.ia.us](mailto:luhu@idph.state.ia.us).

## Youth Empowered Ambassadors for Health (YEAH!)

The Iowa Department of Education's (DE) Bureau of Nutrition Programs and School Transportation and Iowa Partners: Action for Healthy Kids will host a Student Wellness Summit at Iowa State University for Iowa youth and key stakeholders on July 10, 2007. Schools are encouraged to attend as teams with students, coaches, food service personnel, teachers, nurses, and wellness team members. Best-practice school programs on physical activity and nutrition education will be showcased. Registration information will be posted on the DE website under Nutrition Training Events by early May. Questions may be directed to Gretchen Watznauer, 515-281-5676 or [Gretchen.Watznauer@iowa.gov](mailto:Gretchen.Watznauer@iowa.gov)

## HealthierUS School Challenge

You could be the first school in Iowa to receive the HealthierUS School Challenge award, if your students get fruits and vegetables every day at school, or your school meets the physical activity requirements for your students. Check out <http://www.fns.usda.gov/tn/HealthierUS/index.html> for more information.

If you have questions or need assistance, contact Jane Heikenen ([jane.heikenen@iowa.gov](mailto:jane.heikenen@iowa.gov), 515-281-4753) or Gretchen Watznauer ([gretchen.Watznauer@iowa.gov](mailto:gretchen.Watznauer@iowa.gov), 515-281-5676).

## Fresh Fruit and Vegetable Program School Profile/Application Notice

The Iowa Department of Education (DE) will be taking new applications for the 2007-2008 school year to participate in the Fresh Fruit and Vegetable Program (FFVP). Information about applying to participate in this program was mailed to all public and nonpublic school district authorized representatives the week of March 19. The goals of the Fresh Fruit and Vegetable Program are to create healthier school environments by providing healthier food choices; expand the variety of fruits and vegetables children experience; increase children's fruit and vegetable consumption; and to make a difference in children's diets to affect their present and future health.

Schools interested in applying for the Fresh Fruit and Vegetable Program will need to complete a School Profile/Application and return it to the **DE on or before 4 p.m., Friday, April 20, 2007. Fax or email copies will not be accepted.** Application information is also posted on the DE website at <http://www.iowa.gov/educate/content/view/368/904/1/1/>. For additional information contact Dean Flaws at [dean.flaws@iowa.gov](mailto:dean.flaws@iowa.gov) or 515-281-4032.

## DATA AND REPORTING

### Reporting of Adequate Yearly Progress

The Iowa Department of Education will conduct an Iowa Communication Network (ICN) broadcast outlining the online Adequate Yearly Progress (AYP) reporting requirements for school districts that administered the Iowa Test of Basic Skills/Iowa Test of Educational Development during the *fall* testing window of the 2006-2007 school year. The broadcast is scheduled for April 20, 2007, from 1:00 – 2:00 pm. Additional broadcasts will be scheduled later this spring for those districts that administered the tests during the midyear or spring testing windows.

The broadcast will review procedures for districts on accessing the reporting site, as well as entering and verifying student demographic data via the Internet website. Districts wishing to receive the ICN broadcast at their site must contact Angie Hutton at [angie.hutton@iowa.gov](mailto:angie.hutton@iowa.gov) or 515-281-5313 no later than April 9, 2007



*For teacher licensure, endorsement, or related issues, please contact the Board of Educational Examiners at 515-281-3245.*

## **Grade Range of Content Area Endorsements Updated**

On Nov. 8, 2006, the Board of Educational Examiners (BoEE) repealed the rule commonly called the "2 up 2 down" rule. Prior to this repeal, a person licensed to teach kindergarten through sixth grade in a content area could teach that content in kindergarten through eighth grade with local school board approval. A person who held a seventh through 12<sup>th</sup> grade content endorsement could teach that content in grades five and six with the local school board's approval. Because that information did not appear on the license, many teachers, administrators, and parents thought the teacher was not authorized to teach in those other grades. Thus for clarity, the BoEE changed all of the endorsement grade levels to reflect that authority. The endorsements will now indicate the grade levels that person can teach such as kindergarten through eighth grade math or fifth through 12<sup>th</sup> grade math.

**New or renewed licenses printed after Jan. 1, 2007, will accurately reflect what can be taught, so do not assume a person with a kindergarten through eighth grade license can now teach two grade levels higher.** All Iowa teaching licenses can be viewed with the correct grade levels at the BoEE website (<http://www.boee.iowa.gov/>).

Please contact Susan Fischer at [susan.fischer@iowa.gov](mailto:susan.fischer@iowa.gov) or 515-281-3605, if you have any questions.

## **NEWS FROM OTHER AGENCIES**

### **Price Lab School Finalist in "Schools of Character" Program**

Price Lab School in Cedar Falls is a finalist in the national Character Education Partnership's (CEP) "Schools of Character" annual recognition program. There are 28 national finalists with 10 possible winners.

Every year, CEP names 10 public and private schools and districts (K-12) as National Schools of Character for their outstanding work in improving the behavior and learning of students through character education. In late May, the Blue Ribbon Panel will meet to select the 10 winners and the 2007 winners will be announced. The Character Education Partnership, based in Washington, D.C., is a nonprofit, nonpartisan, nonsectarian, coalition of organizations and individuals committed to fostering effective character education in K-12 schools.

### **Student Employees and the Minimum Wage**

The Iowa Division of Labor is providing information about the minimum wage increase to the public, including school administrators and counselors, who may have questions about how this change affects working students.

On April 1, Iowa's minimum wage increased to \$6.20 per hour. It will increase again January 1, 2008, to \$7.25 per hour. Many working students will be affected by these changes.

#### **Q. Does minimum wage apply to student employees?**

A. Yes. The age of the employee is not a concern.

#### **Q. Can student employees be paid less than minimum wage?**

A. Yes. For the first 90 calendar days of employment any new employee may be paid an "initial employment rate" of \$5.30 per hour before being raised to full minimum wage. It is also possible to apply for a student certificate with the U.S. Department of Labor. This will allow the employer to pay \$5.30 per hour through the length of the permit or until the minimum wage is increased.

#### **Q. How does the minimum wage impact student waiters and waitresses?**

A. Employers of "tipped employees" (employees that customarily and regularly receive \$30.00 or more each month in tips) are allowed a tip credit of 40 percent. This means the employer must pay the employee at least 60 percent of the minimum wage. Commencing April 1, the employee must be paid at least \$3.72 per hour. On January 1, 2008, the employer must begin paying \$4.35 per hour for each hour worked.

**Q. What can be done if the employer does not pay the correct wage?**

A. If the employee feels wages are owed, a claim for wages form may be filed with the Iowa Division of Labor. These forms can be obtained by calling 1-800-562-4692 or can be downloaded from our website at [www.iowaworkforce.org/labor/wage.htm](http://www.iowaworkforce.org/labor/wage.htm). The employee also has the right to private action.

For more information about this issue, please contact Stephan R. Hampton, Executive Officer Wage Payment and Minimum Wage Enforcement, Iowa Division of Labor, at 515-281-5337 or [Stephan.Hampton@idw.iowa.gov](mailto:Stephan.Hampton@idw.iowa.gov).

## CALENDAR

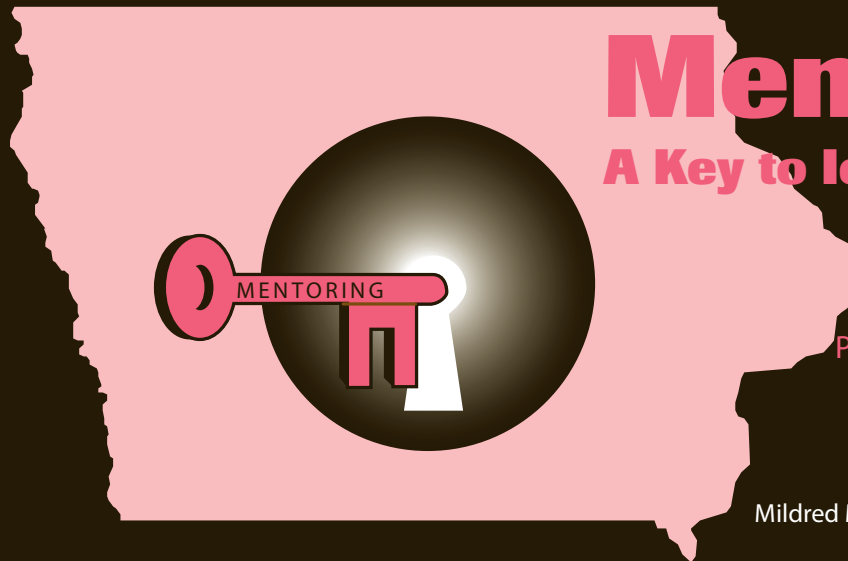
### Deadlines and Dates to Remember

|                     |  |
|---------------------|--|
| April 9, 2007       | Deadline to register for the Iowa Communication Network (ICN) broadcast outlining the online Adequate Yearly Progress (AYP) reporting requirements scheduled for April 20, 2007 (fall testing window).       |
| April 15 – 17, 2007 | 2007 Mentoring and Induction Institute, Park Place Event Centre, Cedar Falls, IA.  |
| April 20, 2007      | Deadline to apply for the Fresh Fruit and Vegetable Program by completing a School Profile/Application. It must be to the DE no later than 4:00 pm. No faxed or email copies will be accepted.               |
| April 30, 2007      | Deadline for collecting student evidence and completing the Reading, Math, and Science Rating Scales (see "Iowa Alternate Assessment" in the February issue of the <i>School Leader Update</i> for details). |
| May 29, 2007        | Due date for submitting complete Request for Proposal applications for the Early Reading First Grants  |

You can view a complete Iowa Department of Education calendar of events at <http://www.iowa.gov/educate/calendar/calendar.html>.

*SCHOOL LEADER UPDATE* is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Elaine Watkins-Miller at [elaine.watkins-miller@iowa.gov](mailto:elaine.watkins-miller@iowa.gov) or 515-281-5651.

# IOWA MENTORING AND INDUCTION INSTITUTE



## Mentoring

### A Key to Iowa's Future

April 15-17, 2007  
Park Place Event Centre  
Pipac Centre on the Lake  
Cedar Falls, IA

Sponsored by  
Mildred Middleton, Educator Emeritus  
University of Northern Iowa  
Iowa Department of Education

[www.vpaf.uni.edu/events/mentor](http://www.vpaf.uni.edu/events/mentor)

University Events Coordination  
University of Northern Iowa  
2304 College St.  
Cedar Falls, IA 50614-0030

## **Mentoring: The Key to Iowa's Future**

The fourth annual Iowa Mentoring and Induction Institute explores the important relationship between mentors and the novices they support. Presenters will offer a model of learning, practical tools, specific templates, and technical tips for educators who help others in increasing the effectiveness of their practice.

### **Keynote:**

Richard M. Ingersoll, Professor of Education and Sociology,  
University of Pennsylvania

### **Presenters:**

New Teacher Center, University of California at Santa Cruz

- Coaching in Complex Situations
- Site Administrators Role in Supporting Beginning Teachers

Pre K-16 educators, beginning teachers and school administrators, and educational leaders are encouraged to register online at [\*\*www.vpaf.uni.edu/events/mentor\*\*](http://www.vpaf.uni.edu/events/mentor)

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PAID  
UNI

**IOWA SUMMER PROFESSIONAL SEMINAR  
APPLICATION 2007  
FOR GRADES 5-12  
Question-Answer Relationships (QAR)**

June 13-15 in Storm Lake and/or June 19-21 in Fayette (pending sufficient enrollment)

Plus three follow-up sessions during the school year to be determined at a later date

Question -Answer Relationships (QAR) is a research-based strategy that engages students in the process of differentiating the types of questions that can be asked of a text. QAR provides a framework for organizing comprehension strategy instruction across all grade levels and in a variety of subject areas. Students learn to distinguish between types of questions. Teaching students Question-Answer Relationships (QAR) gives students the language for talking about the strategies they use to answer questions. It helps students develop an awareness of their own cognitive processes when answering questions, and helps all readers at all grade levels benefit from learning to think about information sources used for asking and answering questions. Dr. Nance Wilson, professor at the University of Central Florida, will be conducting the training. Look on the IACTE ([www.iowacte.org](http://www.iowacte.org)) and DE ([www.iowa.gov/educate](http://www.iowa.gov/educate)) websites for more information about Dr. Wilson.

If you are interested in applying for grant support, please complete the attached proposals and fax it to Linda Choate at 515-281-7700. If you have questions, please contact Linda Fielding at [Linda-fielding@uiowa.edu](mailto:Linda-fielding@uiowa.edu) or 319-335-5336.

|   |
|---|
| <b>School Building</b>                  |
| <b>School Building Mailing Address:</b> |
| <b>Contact Person:</b>                  |
| <b>E-mail Address:</b>                  |
| <b>Phone Number:</b>                    |

- 1) Preferred week of training. All efforts will be made to accommodate your preference.**

\_\_\_\_\_ June 13-15 Storm Lake

\_\_\_\_\_ June 19-21 Fayette

- 2) QAR Team Composition:**

Participating teams **MUST** include a **minimum** of two content area teachers (perhaps those who teach a core subject in which the majority of students are enrolled).

Ideally, team members from the same building also will include:

- Either a principal or a central office administrator (e.g., curriculum director) or both. At least one person who has the authority to make decisions about student scheduling, resources, teacher planning time, etc. must be on the team.
- Additional content area teachers beyond the required two
- One or more special education teachers
- A reading coach/strategist/instructional coach

**Priority will be given to applications in which teams include at least one principal or central office administrator as described above.**

**QAR TEAM**

| Names | Job Title | School Building | Email Address |
|-------|-----------|-----------------|---------------|
|       |           |                 |               |
|       |           |                 |               |
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**3) Current context at the building level:**

For professional development to be effective it has to be fully sustained and supported. Competing initiatives make it difficult for a comprehensive effort to be fully implemented. Describe reading efforts currently underway at the building level by completing the items below.

Describe current programs that are in place to serve struggling readers at the building level.

Will QAR be added to the existing program(s) or replace it? If yes, please explain.

Has the building professional development in the last three years addressed reading problems of students? If yes, please describe any professional development that has focused on the reading needs of your students.

**4) Assurances**

In order to be considered in this competition the district must assure that the following conditions will be in place. Either the superintendent or building administrator must commit to meeting these assurances by initialing each statement and completing the signature section.



**4a) Regular Team Meeting Time:**

Team members must meet regularly—ideally, 45 minutes weekly. *(Deb will insert a quote about collaboration from the Iowa Professional Development Model)*

Assurance: Regular, adequate time will be provided for team meetings.

\_\_\_\_\_ Administrator's Initials

Briefly describe the schedule that will be provided for collaborative team meetings for QAR teams:

**4b) Assessment:**

Participants must collect appropriate formative and summative data. Measures will be explained during the Summer Professional Seminar. Each student will be assessed using the Stanford Diagnostic Reading Test and frequent informal assessment rubrics. Participating schools will be expected to collect summative assessment data as scheduled and submit the data to the Teacher Development Academy Web Site (one person will be trained to enter data).

**Schools will be reimbursed for their tests (Stanford Diagnostic Reading Test—ordering information will be disseminated after grants are awarded.)**

Assurance: Assessments will be conducted and data will be submitted to web site.

\_\_\_\_\_ Administrator's initials

**4c) Participants must implement the program as the program is designed:**

In order to ensure that student achievement gains occur it is necessary to implement QAR accurately and frequently. Participants are expected to implement the initiative as designed. Only teachers trained in the Summer Professional Seminar should teach QAR. **Each participant will receive a stipend of \$600 for attending the summer professional seminar as long as all conditions are met. There will be money available for travel expenses to attend the summer professional seminar as well as the follow up session.**

**DUE: April 30, 2007, 4:30 P.M.**

**To receive a full stipend, a participant must meet all of the assurances listed below:**

Assurance: All team members will implement the initiative as designed. Only trainers trained in QAR will teach QAR.

\_\_\_\_\_Administrator's initials

**The submission of applications will be via fax to Linda Choate at 515-281-7700.  
Applications will be due to the Department at 4:30 P.M. on April 30, 2007.  
Applications will be accepted according to the date and time on the fax.**

**4d) Full attendance and engagement in all training sessions:**

QAR training includes 3 days in the summer, 2007, 3 days during the school year, and possibly 1-2 ICN sessions. School building participants will be required to submit explicit instruction lesson descriptions to the trainer periodically in order to determine fidelity to the strategy.

Teachers will be asked to submit implementation data on a regular basis to their collaborative team, who will organize and analyze it in order to determine future PD sessions. Studies of the implementation data and sample lesson plans will be submitted to the trainer on a regular basis.

Assurance: All team members will attend all training days. School building participants will submit logs and lesson plans as scheduled by the trainer.

\_\_\_\_\_ Administrator's initials

Each participant will receive a stipend of \$600 for attending the summer professional seminar as long as all conditions are met. There will be money available for travel expenses to attend the summer professional seminar as well as the follow up sessions, substitute pay, and administering the Stanford Test.

**To receive the full stipend, a participant must meet all of the assurances described above and summarized below:**

I agree to the following conditions:

- 4a) Participation in regular collaborative team meetings scheduled for QAR
- 4b) Collection of appropriate formative and summative data as described above
- 4c) Implementation of the designed program as described above
- 4d) Attendance at all Professional Seminar and follow-up sessions as described above
- 4d) Submission of implementation logs and lesson plans as described above

\_\_\_\_\_ Team member initials      \_\_\_\_\_ Team member initials

\_\_\_\_\_ Team member initials      \_\_\_\_\_ Team member initials

\_\_\_\_\_ Team member initials      \_\_\_\_\_ Team member initials

\_\_\_\_\_ Team member initials      \_\_\_\_\_ Team member initials

Ideally, team member initials should be submitted with this application. Please do not let this requirement prevent you from submitting this application by the deadline, but it is essential that all team members know what they are committing to.

**The submission of applications will be via fax to Linda Choate at 515-281-7700. Applications will be due to the Department at 4:30 P.M. on March 31, 2007.**



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# Advanced Placement Reimbursement for Exams

## Instruction Packet

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Who is eligible

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How and when to apply for reimbursement

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“Request for Reimbursement” Form

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This funding is made available from a grant awarded by the United States Department of Education. The amount available is \$21,200. It is to be used to encourage low-income students to take Advanced Placement exams by providing reimbursement for Advanced Placement test fees.

Iowa Department of Education  
Rosanne L. Malek, Consultant  
(515) 281-3199  
[rosanne.malek@iowa.gov](mailto:rosanne.malek@iowa.gov)

**Deadline May 25, 2007**

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**Deadline: May 25, 2007**

## **Advanced Placement Reimbursement for Exams**

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### **Who is eligible?**

Students eligible for free and reduced price lunches, according to the Title I formula, are eligible to receive this reimbursement for exams.

**This eligibility applies regardless of whether or not the student is currently receiving such as long as there is evidence they qualify.**

### **How will this be verified?**

The local school district has free and reduced price lunch information on file. The Iowa Department of Education does not collect the names of those students. However, we can ask the district to show evidence that these students are eligible.

### **How much cost will the reimbursement cover?**

The intent is to remove the cost barrier for low-income students to participate in the AP exam opportunity. The \$21,200 will be divided among those schools requesting reimbursement as of May 25, 2007. The reimbursement will total **\$53 per exam**. This is determined by:

- \$ 83.00 - total fee per AP exam
- 22.00 - fee reduction provided by The College Board - *school's responsibility to indicate on order form when ordering tests*
- 8.00 - administration fee waived by school district
- 53.00 - Federal grant fee reimbursement**
- \$ 00.00 - fee for eligible student

Each exam counts separately, i.e., if an eligible student takes three exams, you may request reimbursement for all three exams.

### **When and how do I submit the request?**

After the qualifying students take the AP exams, please use one of the following options to request the reimbursement.

1. The College Board provides an electronic invoice that can be printed to mail to Rosanne Malek, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146.
2. If you have difficulty printing the invoice, send the enclosed sheet "Request for Reimbursement" signed by your Principal, Superintendent or Business Director to Rosanne Malek, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146.

The Iowa Department of Education will send the reimbursement to the school district.

**Questions? Contact Rosanne Malek, Iowa Department of Education at 515-281-3199.**

**Request for Reimbursement  
For Advanced Placement Exams**

**Due: May 25, 2007**

Return this completed form to:

Rosanne L. Malek  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, IA 50319-0146

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**Send reimbursement to:**

**Administrator Name:** \_\_\_\_\_

**School District:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

- **Total number of Advanced Placement Exams taken by students who are eligible for free and reduced price lunch.** \_\_\_\_\_
- **List the exams taken and the number of each on a separate attached sheet. (Do not include student names)**
- **I certify that the above information is accurate.**

**Administrator Signature** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_